

# OFFICE OF TRAFFIC SAFETY

## Grant Concept Checklist

1. ☐ Cover Letter on Agency Letterhead
2. ☐ Cover Page Complete (OTS-136)
3. ☐ Concept Paper Includes all Required Elements
  - ☐ Project Title
  - ☐ Agency
  - ☐ Proposed Beginning and Ending Dates
  - ☐ Problem Statement Summary
  - ☐ Problem Statement – includes supportive data
  - ☐ Proposed Solution
  - ☐ Proposed Performance Measures
  - ☐ Proposed Detailed Budget
    - Personnel costs include number of hours, monthly or hourly rate of pay and benefits percentage. Costs verified with the financial department.
    - Property costs based on vendor estimates.
    - Addition is checked
  - ☐ Budget Narrative Complete and Explains each Line Item
4. ☐ Support Letters or Documents from Partnering Agencies
5. ☐ All Three Copies (one original and two copies) are Three-Hole Punched